



## Serve Delaware Full Commission Business Meeting

**Thursday, November 19, 2015**

**Kent County Levy Court, Dover DE  
10:20 a.m. – 11:50 a.m.**

<b>PURPOSE</b> Business Meeting and Annual Retreat	<b>ATTENDEES</b> <b>Commissioners Present:</b> Nancy Chirdon Forster, John Danzeisen, Sara Funaiock, Susan Keene Haberstroh, Jeffrey Lank, Sharon Morgan, Justina Pedante, Rob Schroeder, Enid Wallace-Simms, Georgeanna Windley, Crystal Biles (ex officio), Autumn Rose (ex officio) <b>Commissioners Present (proxy):</b>  <b>Commissioners Absent:</b> Gerald Brady, Kanani Hines, Gary Pippin, Marguerite Prueitt, Margarita Rodriguez-Duffy, Bryan Shupe, Jessica Sullivan  <b>SOV Staff Present:</b> Renée Beaman, Clare Garrison, Robin Fisher, Ann Gorrin, Charles Harris, Cynthia Manlove, Loretta Simmons, Deborah Tokarski, Luz Vasquez-Guzman, Tara Wiggins, April Willey	<b>NOTE TAKER</b> Loretta Simmons
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### KEYNOTE SPEAKER

Glen Stubbolo, Chief of Volunteer and Community Involvement, DNREC (Delaware Department of Natural Resources and Environmental Control) spoke about the “Ethic of Service” a system of principles that govern acceptable conduct of work done by an individual or group that benefits another.

### BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:20 am. by Nancy Chirdon Forster, Chair of the Commission.

### ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken by Loretta Simmons to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws.

Article V, Section 5.2 states that a quorum shall exist when forty percent of the voting members of the Commission are present. Phone, electronic and paper proxies count towards the determination of a quorum.

Nine voting commissioners were in attendance by 10:20 a.m. and there was a quorum.

Commissioner Sara Funaiock attended a rotary meeting and had the opportunity to speak to Carla Markell about the Commission and the upcoming retreat. Mrs. Markell was unable to attend the treat and sent a note which Commissioner Funaiock read aloud.

Dear Members of the Commission on Volunteerism,

Commitments in Wilmington have kept me from being able to attend the retreat today, but I wanted to get you all a note to let you know how much I appreciate all of your commitment and hard work. Together, we have raised awareness around the importance of volunteering and creating a culture of helping others in our state. We should all feel very proud of that.

Specifically, I’d like to thank Nancy for her willingness to lead and her courage to explore new ideas and approaches.

John Danzeisen who shepherded the successful transition of RSVP from CNCS to Delaware Volunteer 50+ now managed by the State Office of Volunteerism.

The commission worked hard to recommend a \$64,000 competitive national service grant for Delaware State Parks which was awarded by CNCS.

The Commission also recommended \$742,000 formula national service grants to five different organizations which were awarded by CNCS.

You've all also worked incredibly hard on the events held to recognize volunteerism and AmeriCorps services here in Delaware. From the Annual Governor's Youth Volunteer Service Awards and the Adult Volunteer Service Awards..... The annual Volunteerism Conference, AmeriCorps Recognition Event, Statewide Volunteer Day of Service and Life After AmeriCorps Conference!

That's a lot!!!

Going forward, I hope you'll continue to keep the focus on how best to serve the citizens of our state and understand you're exploring grants to help work toward resolving substance abuse issues as well as prevention. Those issues are near and dear to my heart so I hope you'll be successful.

Please let me know if I can be helpful in any way going forward.

I hope your retreat is inspirational and motivating.....filled with great ideas and constructive paths forward that benefit everyone.

Many thanks from both Jack and me for all of your hard work.

All the best,

Carla Markell

Commissioner Chair Nancy Chirdon Forster suggested sending a note to Mrs. Markell thanking her for her kind comments.

Commissioners and SOV Staff introduced themselves. Staff from the State Office of Volunteerism included:

Luz Vasquez-Guzman, Senior Administrator  
Charles Harris, AmeriCorps Program Director  
Tara Wiggins, AmeriCorps Program Officer  
April Willey, Volunteer Delaware - Program Manager  
Clare Garrison, Volunteer Delaware - Volunteer Services Coordinator  
Ann Gorrin, Volunteer Delaware 50+ - Sussex County Program Manager  
Susan Fox, Volunteer Delaware 50+ - NCC Volunteer Coordinator  
Loretta Simmons, Volunteer Delaware 50+ - Administrative Specialist  
Robin Fisher, Foster Grandparent Program - Program Manager  
Deborah Tokarski, DSSC Marketing Administrator

#### **MOTION FOR APPROVAL OF AGENDA – Nancy Forster**

##### **1. Approval of Agenda – November 19, 2015 (Revised)**

- a. Approval of Business Meeting Agenda
- b. Approval of Prior Meeting Minutes - 9.24.15
- c. Nomination and Vote - 2016 Officers
- d. Update on Commission Effectiveness Report

- e. 2016 Commission Support Grant Application
- f. Status of 2016 Competitive Grant Process
- g. Adjourn Business Meeting

## **2. Approval of Minutes from the September 24, 2015 Full Commission Meeting (Revised)**

- a. Page 3 – edited *my* to *by* to correctly state *motion was made by*

**Motion #1:** Commissioner Morgan moved to approve the consent agenda, to include the approval of the meeting minutes from September 24, 2015.

**Second:** Commissioner Wallace-Simms seconded.

**Vote: Yes:** Commissioners Forster, Danzeisen, Funaiock, Haberstroh, Morgan, Pedante, Schroeder, Wallace-Simms, Windley

**No:** None

All in Favor. Motion was carried.

## **NOMINATION AND VOTE – 2016 OFFICERS**

Commissioner Justina Pedante presented the nominations for the open elected positions for 2016.

- Commission Chair – Commissioner Georgeanna Windley
- Commission Secretary – Commissioner Margarita Rodriguez-Duffy
- Commission Treasurer – Commissioner Gary Pippin

**Motion #2:** Commissioner Schroeder moved to approve the vote for the 2016 officers

**Second:** Commissioner Morgan seconded.

**Vote: Yes:** Commissioners Forster, Danzeisen, Funaiock, Haberstroh, Morgan, Pedante, Schroeder, Wallace-Simms, Windley

**No:** None

All in Favor. Motion was carried.

## **UPDATE ON COMMISSION EFFECTIVENESS REPORT**

On November 13, 2015, several Commissioners presented the effectiveness report on the Commission's role and structure to Secretary Rita Landgraf.

The Commissioners had the opportunity to discuss the initial draft report with Secretary Landgraf. Participants included from DHSS, Secretary Rita Landgraf, Deputy Secretary Henry Smith and Director of Management Services Kevin Kelly, from the Governor's Office Legal Counsel, Meredith Tweedie and from the Governor's Commission, Nancy Forster, Chair, Margarita Rodriguez-Duffy, Commission Secretary and Gigi Windley, Administration and Finance Committee Chair.

Commissioner John Danzeisen stated that the biggest issue is the disparity between state and federal mandates. Our focus is to provide the best we can to the citizens of Delaware. The following identified issues were realized through the report.

- There is a regulatory issue/fiduciary role
- Do not have an identifiable budget
- Do not have a high enough profile within the State

Commissioner Danzeisen stated that we are waiting to hear from the Secretary Landgraf to learn the next step. It was suggested by Mr. Kevin Kelley that the Commission develop an MOU between the Commission and the Division of State Services Centers in the short term. Commissioner Schroeder thanked Nancy Forster for the courage to take on this challenge so that the Commission can move forward.

## **2016 COMMISSION SUPPORT GRANT APPLICATION – Nancy Forster on behalf of Vice Chair Kanani Hines**

The 2016 Commission Support Grant Application was submitted on November 2, 2015. AmeriCorps Program Director

Charles Harris explained several line items on the 2016 Commission Support Grant budget. And stated we have to match dollar by dollar. The narrative gives a good idea of what we do. We are working towards a total budget alignment.

#### **ACCEPT THE SUBMISSION OF THE 2016 COMMISSION SUPPORT GRANT**

**Motion #3:** Commissioner Pedante moved to approve submission of the 2016 Commission Support Grant Application

**Second:** Commissioner Morgan seconded.

**Vote: Yes:** Commissioners Forster, Danzeisen, Funaiock, Lank, Morgan, Pedante, Schroeder, Windley

**No:** None

All in Favor. Motion was carried.

#### **STATUS OF 2016 COMPETITIVE GRANT PROCESS – AmeriCorps Program Director, Charles Harris**

Charles Harris reported that there is a new boilerplate for the RFP from the Office of Management and Budget. He is suggesting to individuals to start on the AmeriCorps application as opposed to working on the RFP. The minimum number of members required for each program has changed to 20. This new requirement includes full time, part time and summer members. The minimum number of members for current programs will remain at 5. He stated that we need to get the cost per member service number down.

Staffing is a concern for organizations applying for a competitive grant. We have been working with the Sussex County Health Promotion Coalition to apply next year. They have two paid staff and the thought of bringing on 20 members is pretty daunting. A VISTA would be a better option for them. Crystal Biles offered assistance with the VISTA application process.

Crystal Biles mentioned to the group that the Mayor and County Executive Day of Recognition will take place on April 5, 2016. She asked for the Commission's support to encourage Mayors & County Executives to recognize National Service. It was suggested to draft a letter to the Mayor's and County Executives or reach out to the town managers. The Commission will talk more on this topic at the meeting in January.

#### **ADJOURN**

**Motion #4:** Commissioner Schroeder moved to adjourn the Business Meeting.

**Second:** Commissioner Lank seconded the motion.

Business Meeting was adjourned at 11:50 AM.

Submitted by:

Margarita Rodriquez-Duffy, Commission Secretary